

Tarvin Community Centre Committee of Management

Minutes of the Annual General Meeting held at Tarvin Community Centre on Tuesday 10 May 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Brian Hardacre, Jo Richards, Janet Shuttlewood, Vic Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), Gill Williams (representing Tarvin W.I.), Mark Wyatt (representing Tarvin Civic Trust), David Cotgreave, John Daines, Margaret Dixon, Bob Howard, Jan Howard, Heather Love, Mike Love, Richard Marks, Kath Miles, Sharon Nolan (representing Ashton Hayes and Tarvin Flower Club/Tarvin Gardening Society)

1. Welcome and Apologies

The Chairman welcomed everyone to the meeting. There were no apologies

2. Minutes of 2014 AGM

The minutes of the AGM held on 5 May 2015 were approved as a correct record

3. Chairman's Report

The Chairman reported on the experience of the previous year, which had been one of significant activity. The foyer, Edna Rose Room and new Small Room had been redecorated by Committee members, and new curtains, round tables and tablecloths bought for the Edna Rose Room (largely funded by a grant from the Cheshire Community Foundation). The kitchen had been extended and modernised with a new dishwasher and hot water boiler (funded from the Centre's own reserves plus a grant from the local Borough Councillors and donations from users). New activities included Mah Jongg twice a week, Zumba Gold, Rucks of Fun (music and movement for young children) and several table top quizzes. The film nights continued very popular. There had been a range of theatre productions including performances by Ashton Hayes Theatre Group, West Yorkshire Playhouse's play "Beryl" (supported, as were a number of other shows during the year, by Cheshire Rural Touring Arts) and a traditional pantomime, plus a number of music events. Over 40 different users made use of the Centre throughout the year, along with private hirers. Publicity/promotion was undertaken using social media and a dedicated website, as well as Tarvinonline, "Your West Cheshire", *Tarvin Times*, *Grapevine*, *traditional* noticeboards and an A-frame in the village centre. A new logo had been developed and was now used in all communications. There had been significant problems with the caretaking and cleaning service, which had been outsourced by Cheshire West and Chester Council (CWaC) to a company called Qwest, resulting in a period of uncertainty and disruption. A regular caretaker had now been appointed but his current working hours of 4.00 – 7.00 am were problematic as there was minimal personal contact. The slow response times by CWaC to building-related issues was frustrating but the Committee had resorted to some in-house "quick fixes". The overall financial position was healthy; lettings income was 12% up on the previous year and events income 69% up. The surplus for the year was almost £23,000. Prospects for the new year were exciting, with work able to begin on the new lounge, store-room and rear entrance, to be funded by grants from WREN, the Garfield Weston Foundation, the Williams Family Foundation and the Centre's own reserves. A tender from Novus Property Solutions had been accepted and work should begin within the next month, with completion expected by September 2016. Disruption to users during the work would be kept to a minimum. Thanks were due to all the Committee, and particularly to the Secretary and Roy Brereton, for reaching this stage. Thanks were also due to the Parish Council for its grant of £1,000, which had again enabled the Committee to underwrite the costs of live theatre (although in fact no shows had made a loss). The workload of the Chairman and Committee remained significant but there had been some delegation of the Chairman's duties to other Committee members and it was hoped to spread the load further by recruiting new members

It was **agreed** to record the thanks and appreciation of all those attending for the Chairman's hard work

4. Financial report

The Treasurer presented the audited income and expenditure account and balance sheet for the financial year 2015/16. Income for the year totalled £62,090, including lettings income of £34,447, a grant from the Parish Council of £1,000 and other grants totalling £17,175 (of which £12,500 was earmarked for improvements due to take place in 2016). Expenditure was £39,145, of which £20,359 represented the CWaC recharge, covering caretaking, heating, lighting, buildings insurance etc. (payments were made quarterly during the year but with a final adjustment after the year end, the amount of which for 2015/16 was not yet known; the net payment in 2015/16 included a refund of £2,574 relating to 2014/15). The recharge was covered by lettings income, as the Committee's policy required. The Village Quiz had raised £653 and the Summer Fete just over £3,000. Other events had collectively brought in over £5,000, with the bar a significant contributor helping to ensure that no event made a loss. The net surplus for the year was £22,944, of which the net everyday running costs accounted for £19,905

5. Election of Officers

Alan Wilkinson was re-elected as Chairman, Brian Hardacre as Vice-Chairman, Jane Lush as Secretary and Ted Lush as Treasurer. The Chairman stated that if re-elected again he would not wish to serve beyond May 2018

6. Appointment of Committee Members

Jo Richards and Andrew Payne stood down from the Committee (although Jo will continue to attend meetings until July 2016 in connection with the Tarvin Fete). All other Committee members were re-appointed to serve for a further year. Sue Hardacre would represent the Parish Council, Gill Williams the WI and Judith Laing the Ashton Hayes and Tarvin Flower Club (subject to confirmation by these organisations' own AGMs). Tarvin Civic Trust would continue to send a representative as an observer to meetings of the Committee. Other user organisations without a current representative had been invited to nominate one but none had yet indicated a wish to do so. Heather Love, Mike Love and Richard Marks agreed to join the Committee

7. Any Other Business

- there were questions about the improvement works and the Chairman reassured users that there were no plans to reduce the quantity of tables and chairs available for use. Details of how the new space would be furnished were still to be agreed
 - the Small Room was being well-used especially by CWaC and for smaller meetings. This and the adjoining spaces had been made available to the Committee during 2015/16 at no charge. A supplementary lease should be signed during 2016 which would require the Committee to pay for the space but lettings income should cover the additional cost
 - the Chairman clarified that users should assume they would have to set up/put away for themselves but that depending on what other usage was taking place it would sometimes be possible for this to be done for them. In most cases furniture could be left stacked for the caretaker to put away
 - it was suggested there could be a demand for new activities e.g. language classes, bridge/other games but someone would need to take responsibility for running them